

Revision & Proofreading Checklist

Ideas and Content	Organization
<ul style="list-style-type: none"> <input type="checkbox"/> The ideas belong together. <input type="checkbox"/> The ideas are accurate. <input type="checkbox"/> The ideas present a clear image. <input type="checkbox"/> Enough information has been included. <input type="checkbox"/> The thought used is suitable for the form (e.g. descriptive paragraph, formal letter). 	<ul style="list-style-type: none"> <input type="checkbox"/> There is an effective introduction and conclusion. <input type="checkbox"/> The words, phrases, sentences (and paragraphs) used tie ideas together logically (relate to the ones preceding and following). <input type="checkbox"/> All the ideas are presented in a clear order. <input type="checkbox"/> The method of organization of ideas suits the form of the writing.
Tone and Style	Sentences
<ul style="list-style-type: none"> <input type="checkbox"/> The writing shows that I am sincere and concerned about my audience. <input type="checkbox"/> The tone and style are suited to the type of writing required. <input type="checkbox"/> The writing is an example of my best effort. 	<ul style="list-style-type: none"> <input type="checkbox"/> Each sentence is complete. <input type="checkbox"/> The sentences are varied in structure. <input type="checkbox"/> Each sentence states its point clearly and completely. <input type="checkbox"/> Parallelism and balance are used.
Word Choice	Mechanics
<ul style="list-style-type: none"> <input type="checkbox"/> Words are accurate and concise. <input type="checkbox"/> Unnecessary words or phrases are avoided. <input type="checkbox"/> Strong nouns and verbs are included. <input type="checkbox"/> Words suit the level of language required. 	<ul style="list-style-type: none"> <input type="checkbox"/> A consistent verb tense is used. <input type="checkbox"/> Subjects and verbs agree. <input type="checkbox"/> Pronouns and antecedents agree. <input type="checkbox"/> Adjectives or adverbs modify the word intended. <input type="checkbox"/> Punctuation is correct. <input type="checkbox"/> Spelling is correct. <input type="checkbox"/> Capitalization is correct.
Writing Conventions	
<ul style="list-style-type: none"> <input type="checkbox"/> The writing uses a suitable format (e.g. research essay, formal letter). <input type="checkbox"/> Title page and bibliography pages are included (if necessary). <input type="checkbox"/> Pages are numbered (if necessary). <input type="checkbox"/> All information required is supplied (e.g. bibliography, references). <input type="checkbox"/> Spacing and indentations are appropriate (e.g. quotations, paragraphs). <input type="checkbox"/> An appropriate level of language is used. 	